

**POLSON RURAL FIRE DISTRICT
BOARD MEETING MINUTES**

Fairgrounds Station Number 1

January 9, 2019

6:03 p.m.

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

Board trustees present: Fred Nelson, John Doty,, R. Jack Clapp, Ron Roberts. Dick Wunderlich is participating by FaceTime.

Board trustee absent: None

Staff: Fire Chief Gordon R. Gieser, Secretary/Treasurer Bonnie M. Manicke.

Guests/Visitors: Alison Meslin, Matt Dougherty, Ray Winn, Donna Winn, Wally Congdon.

Call to Order {00:20} – The Pledge of Allegiance was recited. Chair Nelson called the meeting to order at 6:03 p.m.

Minutes December 19, 2018 Regular Monthly Meeting {00:52} – **Trustee Wunderlich motion to approve December 19, 2018 minutes. Trustee Roberts second.** Public comment: None. **Motion passed unanimously by voice vote.**

Communications {02:33} – Davis and Brown, CPAs sent a contract to provide payroll accounting services January 1, 2019 through December 31, 2019 for Board Chair Nelson to sign. The services listed are the same as 2018. Public comment: None.

Review and Approve Claims {03:37} – Trustee Roberts questioned check #7073 to purchase a push broom. Chief Gieser replied the handle broke during a response. A mutilated WEX fuel card was replaced. **Trustee Doty motion to approve claims. Trustee Wunderlich second.** Public comment: None. **Motion passed unanimously by voice vote.**

TREASURY REPORT FOR MONTH ENDING DECEMBER 31, 2018 {05:06} –

Lake County Treasurer reports month ending December 31, 2018 are not available. Report is preliminary.

FUND # 7245 Operating Fund	\$ 88,104.09
FUND # 7244 Voted Levy (5 mills with sunset)	\$ 44,899.88
FUND # 7246 Capital Improvement Fund	\$ 207,778.12
FUND # 7243 Voted Levy Operating Fund	\$ 13.82

12/31/18 Interim check number 7063 \$ 23,525.53
to Blackwell Enterprises, Inc. 10% fixed price construction contract
new station #4 location 36300 Caffrey Rd.

Check numbers 7064 – 7080 both inclusive \$ 7,871.17
Represents December, 2018 claims - Approved January 09, 2019

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Public Safety:

Fire Chief payroll December 9, 23, 2018 (gross)	\$2,923.08
Employer expense match SS & Medicare	\$ 233.85
Quick books processing fee	<u>\$ 3.50</u>
Total December payroll	\$3,160.43

A1-101 deposits -

Deposit to Fund #7245 Operating Fund:

12/12/18 Receipt #A-101 110124 VFCA Supplemental insurance payment FY 2018 \$450.00
Polson Rural, Big Arm, Irvine Flats Stations, each station \$150.00

PENDING Journal Voucher prepared by Scott Beggs, Lake County Finance -

01-19 cash fund adjustment in accordance with FY 2018-2019 budget.

1) From fund #7244 5-Mill levy FY 2018-2019 new Station #4 \$23,625.53

To fund #7245 operating. 10% construction down payment \$23,525.53, and MVP new service \$100.00.

Fund #7244 budget line item #959 for station #4 in progress \$47,000. Remaining budget following transfer \$23,374.47

2) From fund #7246 Capital Improvement FY 2018-2019 budget Freightliner #310 restoration paint unit \$5,264.15

To fund #7245 operating.

Trustee Clapp indicated transfers from the capital improvement fund meet the \$5,000 limitation expense threshold. Bonnie indicated the accounting spreadsheet provided to Scott is sufficient documentation to complete the journal voucher. Public comments: None Trustee Wunderlich provided an update on the cash funds for the building. June, 2019 estimate in the building fund will be \$168,000. Additionally budget item adjustments are approximately \$34,000 less. Trustee Wunderlich anticipates a bank loan at \$100,000 for a seven year term. Chair Nelson thanked Trustee Wunderlich and Bonnie for the report.

MEMBERSHIP REPORT {16:20} – Jane Clapp, Secretary-Treasurer provided the report. The membership participated in the Christmas parade with one truck and passed out candy. The volunteers enjoyed a pizza party following the parade. The volunteers also provided truck 303, 316 and 308 for the LDS Church annual food drive with eight volunteers participating. Volunteers also participated in gift wrapping at Murdochs as public relations and donation collections were \$326.00. The membership purchased a banner for future fund raisers. Big Arm station requested flash lights for traffic control which was provided by a private donation. The appeal letter included goals for the year which included a \$4000 extractor washing machine for turnouts at Station 1. The used washer and dryer at station 1 will be available at station 2. A \$1000 donation check was specified for the new washer and dryer. Last year the donations were used to purchase air bags, radios, and struts. Several volunteers donated their clothing allowance check to purchase jackets, hats, etc. The Christmas party at the Sports Page was well attended. Chair Nelson suggested the fund raising committee check the donation letter labels for duplicate labels. The mailing was sent to 2500-3000 property owners. Chair Nelson thanked Jane for the update. Public comment: None

CHIEF'S REPORT {25:51} – Chief Gieser introduced Jakub Quintana a returning volunteer assigned to station 1. Chair Nelson welcomed Jakub.

Chief Gieser reported 10 calls for the 30 day operational period.

Response: 1). Car vs deer Highway 93 and Commerce Drive; 2). Motor vehicle accident mile marker 56 Highway 93; 3). Vehicle vs deer Highway 93 and Sunny Slope; 4). Fire alarm 27831 Rocky Point Road ; 5). Two vehicle accident Highway 93 and Jolly Pack Rat; 6). Mutual aid to Chief Cliff Fire for a structure fire; 7). Vehicle fire Buffalo Bridge Road; 8). Fire alarm 35949 Memory Lane; 9). Vehicle accident 53745 Highway 93; 10). 31634 Meadow Road hot electrical smell.

Administration:

Completed power application form

Lake county hazard mitigation meeting

Officers meeting

Repair & Maintenance:

Wt-311 continue stripping components off frame rails

Ship 4 gas monitor for repair

Ship tornado monitor for repair

U-300 replace battery and check charge system

WT- 326 replace batteries check charge system

E-323 drain pump manifold plumbing

Chief Gieser provided a photo of freightliner #310 painted at Deer Lodge state prison . The paint job is complete at a cost of \$5,236.00. He plans to pick up the unit in Deer Lodge and flatbed transport to Sioux Falls, SD for upgrade construction progress. The goal is to have the unit in use July.

Upgrades to Freightliner #311 will continue. Chair Nelson reported the invoice for the paint job was very detailed. Chair Nelson thanked Chief Gieser for the report.

Old Business:

UPDATE LAND & GROUND WORK & PERMITS {34:24} – Wally Congdon reported the ground preparation will be completed on the two acre parcel designated for the fire station.

UPDATE STATION 4 PROGRESS {35:29} – Chair Nelson reported the Mission Valley Power application for electricity is being processed. The process involves forms completed by Polson Rural Fire and Lake County Commissioners. A public hearing for the easement and document recorded is also necessary to be forwarded to the Salish & Kootenai Tribes. The cost of the permit process is \$100. Additionally a transformer will need to be installed. Mr. Congdon indicated the construction contract with Blackwell Enterprises needs to be updated regarding liability and indemnity clauses. Trustee Clapp reported a contract exists between the contractor and the manufacturer. The contract between Blackwell and manufacturer was not available to the district. The contract available to the district is the contract between Blackwell and the fire district. Wally indicated the estimated price stated is not a firm price. Additionally no performance, structure bond is included in the contract. The contract needs to be fixed and get in place with proper clauses, etc. Trustee Wunderlich the contract needs to be revised with the proper clauses. Chair Nelson requested Mr. Congdon redraft the contract. Trustee Wunderlich has concern with the check issued for 10 percent of the construction cost. Chair Nelson indicated the check locked in the price of the steel.

Trustee Roberts commented the changes to the original contract were discussed, although the changes were not made. **Trustee Wunderlich motion for Wally Congdon to correct the contract with Blackwell Enterprises. Trustee Roberts second. Public comment: None. Motion passed unanimously by voice vote.**

UPDATE STATION 4 LOAN {48:25} – 1st Interstate Bank proposed the loan close no later than February 15th. The loan will be a construction loan with periodic draws. The proposed loan is \$100,000 for seven years at a 3.07 percent fixed interest rate. Public comment: None.

UPDATE 5 MILL LEVY FINAL DRAFT {50:05} - Trustee Roberts reported the 5 mill levy to sunset in 2020 will be extended for seven years. The amount to be raised is approximately \$68,500 per year. The impact of the levy will be \$6.75 on a home valued at \$100,000, The impact of the levy will be \$13.50 on a home valued at \$200,000. The cost of the election was not available. Chair Nelson commented "Vote Yes On The Mill Levy" initial information for presentation to organizations in the area is available on the meeting room table along with file copy mill levies of other entities. Additionally a power point is considered with photos of stations and aged equipment. Chief Gieser has the ability to present information to groups, although not request a vote for the levy. The resolutions states the use of the funds. Trustee Wunderlich indicated the major concerns may be the cost and what are the funds used for. Chair Nelson commented property owners in the area recently received a reduction in property insurance premiums due to advanced services in the Polson Rural Fire District. Trustee Clapp commented a mailing can be sent bulk mail at a reduced cost. Alison Meslin suggested a post card with summary bullet point information. (Copy of resolution #2018-04 attached to minutes).

The election office indicated the board is not required to advertise for the open trustee position. Bonnie reported last year the trustee positions were listed in the local newspaper legal section. Chair Nelson requested Bonnie submit an advertisement in a local newspaper.

DISCUSSION ON QRU {01:08} - Chief Gieser reported the staff of eight volunteers to respond to incidents would put an undue burden on the department. The current situation can change by offering education in the program to the firefighters. Emergency medical dispatch are a huge component to sort out the calls. The 911 center, ambulance, will address the service in the near future. Therefore Gordon advised a review of the QRU from time to time, although the district is not ready to participate at this time. Alison Meslin commented a nurse in the area questioned the ability for the fire department to incorporate trained medical personnel in the program that are not firefighters. Gordon commented the program leads to customized activity. Trustee Wunderlich indicated the budget needs to be analyzed. Mr. Winn commented it is a lot to consider.

New Business:

None

Reschedule March meeting - Chair Nelson requested move to March 20 at Valley View Clubhouse. **Trustee Wunderlich motion to reschedule meeting. Trustee Roberts second. Motion passed unanimously by voice vote.**

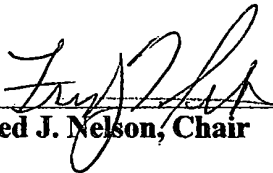
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ADJOURN: {01:16) – Trustee Doty motion to adjourn. Trustee Roberts second. Motion passed unanimously by voice vote.

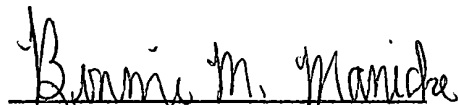
Chair Nelson thanked everyone for attending

ADJOURN: 7:20 p.m.

**Next regular scheduled meeting February 13, 2019 6:00 p.m.
at Fairgrounds Station Number 1**


Fred J. Nelson, Chair


Dick Wunderlich Secretary-Treasurer


Bonnie M. Manicke, Recorder

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POLSON RURAL FIRE DISTRICT

RESOLUTION # 2018-04

A RESOLUTION TO CONDUCT AN ELECTION PURSUANT TO SECTION 15-10-425 MCA, AND TO EXTEND THE PRESENT 5 MILL LEVY FOR THE BENEFIT OF THE POLSON RURAL FIRE QUALIFIED ELECTORS VOTING IN THE ELECTION

WHEREAS the Polson Rural Fire District, in the best interest of the citizens of the District, wishes to extend the 5 mill levy dated May, 2013 which shall take the place of the expiring Equipment Levy which is sun setting.

WHEREFORE, IT IS RESOLVED that the Polson Rural Fire District Board of Trustees finds that this Resolution is in the interests of the public health, safety, and welfare of the citizens residing within the Polson Rural Fire District.

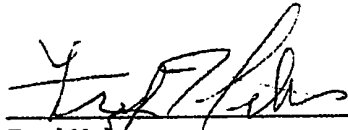
NOW, THEREFORE, BE IT RESOLVED BY THE POLSON RURAL FIRE DISTRICT BOARD OF TRUSTEES OF LAKE COUNTY, MONTANA:

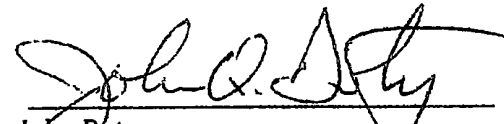
1. The Lake County Election office shall prepare and give all notices required by the adoption of this Resolution, and make all preparations to present said levy at the May, 2019 election as required by the laws of the State of Montana.
2. That the purposes for which the additional money will be used are set forth in Section 7-33-2109, MCA, namely, maintenance of fire protection facilities including real property, brush trucks, command car, engine for main structure fires, water tenders and pumper trucks; emergency response apparatus, including equipment for cold water and ice rescue. That the amount to be raised is approximately \$68,500 per year.
3. That the levy shall be for 5 mills.
4. That the levy shall remain in force for 7 years.
5. That the impact of the levy will be \$6.75 on a home valued at \$100,000.00, and the impact of passing the levy shall be \$13.50 on a home valued at \$200,000.00.


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6. That the mill levy recited above shall be imposed on the approval by the election set forth above of the majority of the qualified electors voting in the election.
7. That the foregoing Recitals are no mere Recitals but are part and parcel of this Resolution and adopted herein as if fully set forth in place.
8. That a certified copy of this Resolution shall be filed with the Lake County Elections Administrator for the purpose of carrying into effect the terms of this Resolution at the May, 2019, election in Lake County.
9. Providing that the majority voting on the question are in favor of the additional levy, that the results and this Resolution be presented to the honorable Lake County Commission with the prayer to impose the levy approved by the voters in the amount specific in the Resolution.

WHEREIN, we have set our signature this 19th day of December, 2018.


Fred Nelson


John Doty


R. Jack Clapp


Ron Roberts


Dick Wunderlich

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AGENDA

Polson Rural Fire District Trustees Monthly Meeting

WEDNESDAY, JANUARY 9, 2019 6:00 P.M.

Station No. 1 Fairgrounds Station

25-B Regatta Rd.

Polson, MT 59860

Station 1 Phone 406 883 4244

Website lakemt.gov/prfd

TRUSTEE MEETING INCLUDES:

COMMENT BY RAISING YOUR HAND

REVIEW MINUTES DECEMBER 19 MEETING -

BONNIE

COMMUNICATIONS -

BONNIE

REVIEW & APPROVE CLAIMS -

CHIEF GIESER & BONNIE

TREASURER'S REPORT -

BONNIE

CHIEF'S REPORT -

CHIEF GIESER

MEMBERSHIP REPORT -

CHAIR MICHAEL HINGISS

OLD BUSINESS INCLUDING:

COMMENT BY RAISING YOUR HAND

UPDATE LAND & GROUND WORK & PERMITS -

CHAIR NELSON

UPDATE STATION 4 PROGRESS -

CHAIR NELSON & TRUSTEE CLAPP

APPROVE 10% PAYMENT TO CONTRACTOR -

CHAIR NELSON & BONNIE

UPDATE STATION 4 LOAN -

BONNIE

UPDATE 5 MILL LEVY FINAL DRAFT -

TRUSTEE ROBERTS

DISCUSSION ON QRU -

CHIEF GIESER

NEW BUSINESS INCLUDING:

COMMENT BY RAISING YOUR HAND

PUBLIC INPUT ON NONE AGENDA ITEMS:

ADJOURN:

*** ALL RESIDENTS OF THE POLSON RURAL FIRE DISTRICT ARE ENCOURAGED TO ATTEND AND PROVIDE HELPFULL COMMENTS, OTHER ITEMS NEED TO BE SUBMITTED TO THE BOARD TEN DAYS IN ADVANCE OF THE MEETING.

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Polson Rural Fire District
December, 2018 Claims Approved January 9, 2019; Mailed January 10, 2019

Num	Description	Memo	Category	Amount
7063	Blackwell Enterprises, Inc.	10% Fixed price construction contract Pymt#1	959 Station #4 in progress 2018	-23525.53
7064	CenturyLink	Acct#411978591 883-4244 Fairgrounds Stn #1 landline	317 Phone (Landline)- Fairgrounds Stn.	-62.89
7065	City Of Polson	Utility Billing Acct 7304 FairgroundsStnFillSpout	316 Water Fill Spout - Fairgrounds Stn.	-63.30
7066	S Davis & Brown CPAs PC	Inv#3286 12/05/18 cal elctr pyrl tax dep; run pyrl w/rpts	345 Payroll Accounting Fire Chief Salary	-22.05
		Inv#3286 12/18/18 run pyrl w/reports	345 Payroll Accounting Fire Chief Salary	-13.65
7067	S First Bank Card	LakeCoDVMTitle&Reg 2008 freightliner	201 Operating Supplies	-21.22
		1FULATCG78PZ72792 PLATE 2010	201 Operating Supplies	
		SportspageLunchBldgCommittee&Blacwell, Contr	201 Operating Supplies	-46.50
		D&D CustomSignPro Wt-311 Freightliner	211 Vehicle Repair & Maint Supplies	-43.75
7068	Heiman Fire Equipment	Inv#0874923-IN 6-red air mask bags	205 SCBA Equipment & Supplies	-200.40
7069	Jette Services	Inv#035 Fairgrounds Station weekly cleaning	321 Cleaning Services - Fairgrounds Stn.	-125.00
7070	S Mission Valley Power	Location #2806820000	302 Electricity - Big Arm Station	-132.93
		Location #2876820001;2876820002 {1-security light}	302 Electricity - Big Arm Station	-13.07
		Location #2400744000	315 Electricity - Fairgrounds Station	-500.81
7071	Mission Valley Power	ElectricSvcApplic Str#4 36300 CaffreyRd	959 Station #4 in progress 2018	-100.00
7072	S Mission Valley Security, Inc	Invoice #17147 3 times @ \$17.50 alarms	305 Security - Big Arm Station	-52.50
		Invoice #17147 3 times @ \$17.50 alarms	318 Security - Fairgrounds Station	-52.50
		Invoice #17147 3 times @ \$10.95 CellularComm	305 Security - Big Arm Station	-32.85
7073	Montana Ace Polson	Acct#88542963 Inv#199350438 push broom	211 Vehicle Repair & Maint Supplies	-13.49
7074	S Montana Correctional Ent.	2008 Freightliner PARTS	956 Truck#310 2008 Freightliner	-3181.53
		2008 Freightliner LABOR	956 Truck#310 2008 Freightliner	-2082.62
		2008 Freightliner 1FULATCG78PZ72792	956 Truck#310 2008 Freightliner	
		paint & components		
7075	S Polson Auto Parts, Inc.	Inv#513536 U-313 fuel valve	211 Vehicle Repair & Maint Supplies	-9.06
		Inv#515453 U-311 prj fitting	211 Vehicle Repair & Maint Supplies	-3.14
		Inv#515576 U-300 battery w/warranty adj	211 Vehicle Repair & Maint Supplies	-47.25
		Inv#516273 WT-326 3-batteries	211 Vehicle Repair & Maint Supplies	-366.87
7076	Providence Health Service	Acct ID #465000388477 Chris McGuinness	505 Firefighters Physicals	-80.00
		PartialPayCk#700811/14/18		
7077	Republic Services	Acct #3-0889-0014329 Inv#0889-002300760	319 Disposal Service - Fairgrounds Stn.	-60.94
7078	S UPS Store	Inv#16846 500-Print Return Address Window Env	220 Office Supplies	-40.00
		Inv#16903 ship 4-gas monitors, tomado monitor	201 Operating Supplies	-105.04
7079	U.S.Postal Service	1-roll postage stamps	220 Office Supplies	-50.00
7080	S WEX Bank	Truck #314	210 Gas, Diesel,Oil	-32.68
		Truck #301	210 Gas, Diesel,Oil	-89.80
		Truck #318	210 Gas, Diesel,Oil	-46.75
		Truck #300	210 Gas, Diesel,Oil	-114.56
		Truck #313	210 Gas, Diesel,Oil	-18.77
		Truck #308	210 Gas, Diesel,Oil	-24.05
		Truck#316	210 Gas, Diesel,Oil	-19.20
		Truck #301 Card replacement Admin Veh	210 Gas, Diesel,Oil	-2.00
				-31396.70
			Less Blackwell Ck Capital Prj.	-23525.53
			Dec 2018 operating exp	7871.17